



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

September 8, 2009

18

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Sachi A. Hamai
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EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by making a technical correction to restore two (2) classifications encumbered in the Sheriff's Department, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to restore two (2) classifications encumbered in the Sheriff's Department, and to implement the results of classification studies in various departments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal of Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

Technical Correction

We are recommending that the Management Secretary, Marshal and the Marshal's Dispatcher I be restored as part of the County Classification Plan (Attachment A). As you may recall, we originally recommended that these classes be deleted as part of the FY 2009-10 Proposed Budget letter approved by your Board on June 22, 2009. We have since learned these positions are still encumbered in the Sheriff's Department. For this reason, these classifications will be restored and maintained solely for payroll purposes until the incumbents vacate the positions.

Reclassifications

Based upon individual position studies, we recommend that six (6) positions in four (4) departments be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

FISCAL IMPACT/FINANCING

The projected budgeted cost for the six (6) positions that will be reclassified is estimated to total \$23,230 (all funds). Net County cost is estimated to be less than \$10. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan, and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments, through proper classification and compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
VMH:KP:mst

Attachments (2)

c: Interim Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASSES RECOMMENDED FOR RESTORATION TO THE CLASSIFICATION PLAN**

Item No.	Title	Salary Schedule & Level		
2132	Management Secretary, Marshal	01/01/2006	N3	81D
		10/01/2006	N3	82J
		07/01/2007	N3N	82J
		01/01/2008	N3N	83K
		07/01/2008	N3M	83K
		01/01/2009	N3M	84L
2463	Marshal's Dispatcher I	01/01/2006		68G
		10/01/2006		70A
		07/01/2007	NN	70A
		01/01/2008	NN	71B
		07/01/2008	NM	71B
		01/01/2009	NM	72C

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

ANIMAL CARE AND CONTROL

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Animal Control Officer I NM 70C Represented	Volunteer Programs Coordinator I NM 69L Non-Represented

The subject position reports to the Deputy Director, Animal Care and Control (UC), and serves as the coordinator for equine rescues during emergencies. It is assigned to the Emergency Response Unit in the Outreach and Enforcement Bureau which oversees the Equine Response Team (ERT). The ERT is comprised of 115 volunteers trained to assist with the safe evacuation of large animals during emergency situations.

The position's primary responsibilities include serving as point of contact for ERT volunteer team leaders during emergency activation; providing management with activation status reports; coordinating the recruitment and training of the ERT volunteers; coordinating and conducting equine-specific rescue training classes with equine experts and Los Angeles County's Fire Department; and making presentations to community groups to increase public awareness regarding the ERT and the department's overall role during emergencies.

The Animal Control Officer I is primarily responsible for responding to animal control incidents and for enforcing state, County, and city codes governing animal control services such as impounding, licensure, quarantine, and vaccinations. In contrast, the duties and responsibilities assigned to this position are more consistent with those assigned to positions allocated throughout the County as Volunteer Programs Coordinator I. The Volunteer Programs Coordinator I independently develops, implements, and coordinates a small volunteer services program. Therefore, we recommend downward reclassification.

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Clerk NMV 66E Represented	Warehouse Worker Aid NM 65G Represented

The subject position reports to an Information Systems Supervisor I, and is assigned to the Service Systems Support Section of the Infrastructure & Service Support Division. It assists a Warehouse Worker I by performing routine, manual, and clerical tasks related to the receipt, warehousing, inventory control, site delivery, and salvaging of information technology equipment.

The duties and responsibilities assigned to this position meet the allocation standards of a Warehouse Worker Aid, a classification which assists higher-level warehouse workers by principally performing the manual tasks normally associated with a supply operation. Therefore, we are recommending downward reclassification to Warehouse Worker Aid.

OFFICE OF COUNTY COUNSEL

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Head Departmental Personnel Technician NM 94D Non-Represented	Administrative Services Manager II NM 96C Non-Represented

The subject position reports to the Human Resources Manager (Head, Personnel and Special Services, County Counsel), and is assigned to the Administrative Services Bureau, Human Resources Section. It functions as an Assistant Human Resources Manager, and supervises two (2) unit supervisors - an Administrative Services Manager I over Examinations and Health and Safety/Leave Management and a Principal Departmental Personnel Assistant over Operations.

In addition to assisting with the oversight of the day-to-day human resources (HR) operations, the position provides technical consultation to management on a variety of HR issues including grievances and other employee relations matters; investigates complaints regarding Title VII violations and other allegations of misconduct, and drafts reports complete with a recommended resolution to these cases; and represents the department and the HR Section at various meetings and seminars.

Based on level of accountability and supervisory responsibilities assigned, this position meets the classification standards for allocation to Administrative Services Manager II, a classification which supervises a central staff unit providing budget, personnel, or other administrative services. Therefore, we recommend upward reclassification to Administrative Services Manager II.

PUBLIC SOCIAL SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
3	Senior Information Systems Support Analyst NM 97E Non-Represented	Senior Information Systems Analyst NM 99E Non-Represented

The subject positions are assigned to the Eligibility Systems Division in the Bureau of Contract and Technical Services. Two (2) of the positions report to an Information Systems Supervisor I, and the other reports to an Administrative Services Manager II.

The positions are responsible for maintaining highly complex information systems (i.e., GAIN Employment Activity and Reporting Systems). Duties include providing technical assistance and expertise to lower-level analysts in the development of systems enhancement, as well as resolving issues to ensure technical standards are properly applied and system requirements are met.

The scope of the responsibilities assigned to the subject positions meets the allocation criteria for Senior Information Systems Analyst, a class which may lead a project team or provide expertise in information systems analysis, including definition of user requirements, feasibility studies, design, program specifications, testing, and implementation. Therefore, we recommend upward reclassification of these positions to Senior Information Systems Analyst.